INSTRUCTIONS FOR COMPLETING THE DS-82 FORM

Go to the following website to complete the DS-82 form to obtain your official passport:

www.travel.state.gov

- Click on PASSPORTS FOR US CITIZENS,

- Click on APPLICATIONS AND FORMS on the left side of the screen.

- Click on APPLICATION FOR PASSPORT BY MAIL (RENEWAL ONLY): DS 82

There is no cost to obtain an official passport. The fee is only if you are renewing a tourist passport. TAC is only permitted to obtain official brown passports.

- Click on COMPLETE FORM DS-82 ONLINE.

- Click on CONTINUE TO APPLY FOR PASSPORT "**BOOK"**.

IMPORTANT: Where it asks for a MAILING ADDRESS PUT THE FOLLOWING ADDRESS:

> 201 Prince Frederick Drive
> Winchester, VA 22602

- Where it asks for your Permanent Address, put your current home address

DO NOT PUT A DEPARTURE DATE

If there are any places your have missed or if the system does not think the form was filled out properly, it will come back and tell you in red.

- Click on SUBMIT

- Click on CREATE FORM

- PRINT the form; pages 5 and 6 should be printed on separate sheets. It should have a barcode at the top left and bottom of the form.

- Sign and date the form.

DO NOT CROSS OFF ANYTHING AND DO NOT USE WHITE OUT OR THE FORM WILL NOT BE ACCEPTED AT THE STATE DEPARTMENT

DO NOT PUT A DEPARTURE DATE ON APPLICATION OR IT WILL BE RETURNED.

You will need to Federal Express or use a traceable mail system to send the signed/dated form, two passport size photos (2"x2"), and the old passport/current tourist to:

Federal Express street address:

US Army Corps of Engineers, TAC
Attn: Passport Agent, CETAC-LD
201 Prince Frederick Drive
Winchester, VA 22602

OR

Express Mail mailing address:

US Army Corps of Engineers, TAC
Attn: Passport Agent, CETAC-LD
P.O. Box 2250
Winchester, VA 22604-1450

If you have any questions or problems filling out the form, please call the TAC Passport Agent at 540-665-4069, or send an email to
DLL-CETAC-PassportAgent@usace.army.mil

In addition to the DS-82, the following information needs to be included with your package/application.

FULL NAME:
DATE OF BIRTH:
PLACE OF BIRTH:
GRADE:
JOB TITLE:
SSN:
CURRENT HOME ADDRESS:
HOME PHONE:
WORK PHONE:
DESTINATION:
ESTIMATED DEPARTURE DATE:
LENGTH OF STAY: